

Willamette Rowing Club
Board of Director's meeting
March 15, 2015 0900

Final minutes:

Present: Steve Wu, Brad Smith, Scott Smith, Tiff Wood, Jana Schweitzer, Sam Gray, Luis Ruedas, Michele Gamburd, Sara Wright, Phoebe Shen (women's captain), Bill Byrd (men's captain), Jann Byrd (coxswain liaison), Richard Williams (boat manager), Steve Loaiza (head coach), Maria Valls (member)

Note, **to do's and updates since the meeting in RED.**

- **Review and approval of last minutes:**

Minutes were approved via email.

Secretary to bring prior meeting minutes to each future Board meeting for review and approval.

- **Treasurer Report:**

Preliminary budget was presented, see attachment. Projection is conservative, presuming no new members.

Notes: Dinner was a break-even item.

The expenditure for our new Pocock 4x/4- and set of 4 sculling blades is 25,870. There has been a wide participation by the membership in this fundraising effort and we are within 200 dollars of reaching our goal. Thanks to everyone!

Moorage increase 2014 reflected a one-time 2nd PRC membership fee of \$950 as requested by PRC moorage for the 2nd launch. Additionally, they raised the rates, so effectively this year the moorage has increased 250%. No alternatives exist, as we want a covered slip which helps to keep maintenance costs down.

Our 2015 fixed expenses have risen due to moorage, maintenance on a second launch, insurance and rack rent while our income is less this year due to member attrition. Consequently we need to reduce our only variable expense, coaching, to keep our budget balanced. Our goal is to have a reserve of 10,000+.

Coaching: last year we paid for 176 coaching sessions, including the 3x/week from Apr-Sept. We currently have insufficient funds to maintain coaching at that level, and will need to reduce to 150 sessions. This may change if we get a few more members, or higher than expected revenue from renting out our boats. Also discussed was an option to ask members to donate the cost of one coaching session (\$50), but this was not adopted.

Tiff motioned, Steve W second motion to adopt the preliminary budget, which passes unanimously.

- **Coaching:**

Core active participation has been higher this winter, perhaps due to the favorable weather. Steve L raised the concern about safety when there are more than 4 boats out at a time (reference to USRA safety recommendations). Given the budgetary constraints for hiring a 2nd coach, a Safety Committee was formed, comprising Steve W, Phoebe, Sara W. **They will discuss options for interested members to be trained as launch drivers, and consider a format for volunteer sign-ups for safety launch driver/ possibly coaching** (if the volunteer has that skill set). Steve L will forward the USRA safety committee requirements to the safety committee for reference in their planning. Jann B noted that she has her Level 3 coaching certificate.

The Safety Committee will configure a proposal for launch driver/supplemental coaching, including a schedule recommendation, and will send out to the Board for review. This will be sent to the membership once approved.

- **Absence of rowers at practice:**

Jana will send out email to entire team providing contact people to email/text if won't be at practice after had signed up on TeamSnap. This has been done.

- **Equipment Committee:**

Both launches have been recently serviced and are running well, there were no major problems. They need servicing approx. every 100 hours of use, so we will need to track how many hours ORU is using them. Scott receives this information from Frank/Nadia, so will tell Sam monthly.

New tracks have been ordered for some of the Mimosa seats.

Some shoes need to be repaired or replaced, and people need to be educated on how to use the adjustable shoes. Some heel ties also need replacing.

April 11th was set as a Spring Cleaning date to clean the boats and boathouse, and identify maintenance needs. An event has been entered into the TeamSnap calendar, and a TeamSnap invitation has been sent out, including request for people to indicate refreshments and cleaning supplies that they can bring. Perhaps this would be a good time to perform the adjustable shoe education.

Brief discussion of the long term goal of replacing the Mimosa, and perhaps selling the Johnson. No decision made.

- **Other Committees:**

Safety: Steve W, Sara W, Phoebe

Uniform: Jann

Equipment: Sam G, Tiff W

Entertainment: Jana, Sara W (are you willing to be leader?)

Finance/Governance: Scott (chairman), Tiff, Brad

Membership: Michele, Scott, Jana

Competition/Training: Luis, Tiff W

Fundraising: Phoebe, Maria

Once we have the complete list including a Board member identified for each committee, Jana will send out an email to the entire club requesting other interested parties to sign up.

Jana also passed out a fundraising survey for consideration. Please read, and send your comments to Jana and Phoebe, to help guide the new Fundraising committee in their steps for this year.

- **Coaching survey results/secondary coach**

Coaching survey results from December 2014 were reviewed and discussed. Suggestion was given to conduct the survey earlier in 2015; also to consider how to weight the 5 sections (as they were weighted equally in 2014). Some felt the survey had some flaws, and that some of the comments were not helpful. However, given the large response, the results were felt overall to be valuable. Scott motioned and Jann second: Plamen Petrov nominated for 2nd coach, to work 1

day/week for April-Sept season (and longer if the funds are available). Motion passed. Brad will contact Plamen to discuss his availability and schedule: he has sent an email w no reply as of yet.

- **Conflict of interest recusal**

Topic was broached but not decided regarding recusal by a Board member in a conflict of interest situation such as when a family member of a Board member is being considered for leadership or fee paying position with the Club.

- **Recommendation: that the Board either adopt this recusal practice since recusal precedent has been set elsewhere; vs Board vote on same. TBD.**

- **Reciprocal Launch usage w ORU**

We discussed the launch/equipment usage understanding between WRC and ORU. We allow each club to use each other's launch for a per use cost of 10 dollars. Equipment can be used when not needed by the other club, gasoline must be replenished and care must be taken to return it in the same condition. We also at times will use each other's boats for the same 10 dollar per use fee. Scott keeps track of this reciprocal usage and then adds or subtracts from our semiannual rack rent payments to true up our accounts.

- **Lease agreement with Frank/ORU**

WRC has no formalized lease agreement, and would like to develop same. Currently we pay rack rental, and have a long-standing verbal agreement. We would like to formalize obligations of both parties, to include responsibility in maintenance matters, time frame for same, porta potty services expectations, etc. We will also need to ascertain the term of his lease with Oaks Park.

Action: The Governance Committee, possibly including Bill since he has been in contact with Frank over the years, will approach Frank and develop a lease agreement. Given potential changing climate of boathouse options in the future (Portland Boathouse will need to relocate in 10 years), WRC will consider a 5 year lease, with up to 2 x 5 year extensions. They will also formalize the agreement with ORU's use of the WRC launches. An initial request for discussion of a written lease has been made to Frank; no response from him as of 3/17.

- **Safe Sport Policy review and compliance**

USRA changed its membership standards effective January 2015 requiring adoption of a Safe Sport Policy. While we were initially approved, this approval was later retracted placing WRC in jeopardy of not being able to race in 2015: 3 omissions were noted including means for grievance, background checks on coaches, and enforcement steps identified if there were an infraction. Scott was able to address these to the initial satisfaction of USRA, enabling WRC to race in 2015. The Safety Committee has agreed to follow up with USRowing to amend the Safe Sport Policy to US Rowing's satisfaction.

- **Steve L vacation and interim coach in absence:**

Steve will be out of town 1 week in April and 3 in Sept/Oct. Richard has agreed to fill in as coach on April 11, and another fill-in will be chosen likely between Bill/Tiff/Sam for April 12. The longer vacation coverage will be determined at a later date.

- **Upcoming Regattas**

Opening Day: Scott returned the survey request-priority M 50 8+, then Mixed 40 8+, then W 40 8+, based on the advice of the Captains and a poll of the Board

Regionals and Cascadia: given the rush on entries for Dexter, Bill wants to solicit availability for the summer races very soon. Phoebe will send out TeamSnap availability emails for the June and July race dates. This has been done.

- **Coxswains**

The coxswain sign-up has worked modestly, and will be reviewed by the committee that will also be preparing the proposal for safety launch driver sign-up, to see if any tweaking is indicated.

Jana will ask Nick if there are any RCRC coxswains who would like additional cox'ing opportunities. This has been done. Nick will solicit interest and forward potential candidates to Jana. He said that this year's crop are not very strong as coxswains, or might have transportation constraints, but he will let Jana know.

Meeting adjourned 11:50 am.